

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT
THIS IS NOT AN OFFICIAL EXAMINATION**

MENTAL HEALTH SERVICES COORDINATOR II

The Countywide Housing, Employment and Education Resource Development (CHEERD) division has an opening for a Mental Health Services Coordinator (MHSC) II to provide assistance to the Federal Housing Subsidies Unit (FHSU) team that provides oversight of the Department's Shelter Plus Care, Tenant Based Supportive Housing and Homeless Section 8 housing subsidy programs.

ESSENTIAL DUTIES:

- Evaluate clients' eligibility for the Shelter Plus Care, Tenant Based Supportive Housing and Homeless Section 8 programs
- Review and process applications for Homeless Section 8 and Shelter Plus Care with the Housing Authority of the City of Los Angeles (HACLA) and the Housing Authority of the County of Los Angeles (HACoLA)
- Provide training, consultation and technical assistance for housing liaisons/housing specialists and staff of DMH directly-operated and contract clinics
- Collaborate with and respond to inquiries from the Housing Authorities, housing liaisons/housing specialists and case managers regarding applications
- Provide client advocacy services as needed
- Maintain a tracking system on Excel for housing subsidy applications
- Supply data for monthly, quarterly and annual reports
- Investigate and resolve problems regarding housing and mental health services
- Participate in monthly Housing Liaison meetings
- Represent the program at Housing Authority meetings
- Conduct trainings to DMH directly-operated and contract programs
- Act as a liaison between DMH and the Housing Authorities
- Assist with special assignments as needed

DESIRABLE QUALIFICATIONS:

- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff and outside agencies such as the Housing Authorities
- Demonstrated interest in and commitment to the Housing First model for ending homelessness
- Strong interpersonal and communication skills
- Strong organizational skills and attention to detail
- Ability to use Microsoft Office, especially Excel
- Flexibility and willingness to alter planned work flow to accommodate the Division's needs

Interested individuals who currently hold this title are encouraged to email or FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

Priscilla Moore
Sr., Mental Health Counselor, R.N.
Program Manager
Federal Housing Subsidies Unit
695 S. Vermont Ave. 10th Floor
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FAX: (213) 637-2336

AN EQUAL OPPORTUNITY EMPLOYER